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Transportation

VEHICLE CONTROL PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 24-3, *Operations, Maintenance, and Use of Transportation Vehicles and Equipment*, and covers the Vehicle Control Officer (VCO) program for the USAF Academy that AFI 24-301, *Vehicle Operations*, does not address. This USAFA instruction is for VCOs appointed from commissioned or non-commissioned officers and civilian employees above the grade of GS-6 or WG-7. It includes both specific guidance and procedures needed by VCO personnel to perform required duties with minimum reference to published directives. VCOs must have this USAFA instruction available in their sections at all times, plus depend on the Chief of Fleet Control (CFC) to provide and maintain current information.

SUMMARY OF REVISION

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1. Introducing the VCO Program:

1.1. Why USAFA Has VCOs . Vehicles permanently assigned to units require day-to-day management in addition to that provided by Vehicle Operations personnel. As a result, the Air Force Academy appoints VCOs who ensure organizations make the most effective use of assigned vehicles. Each base organization to which vehicles are permanently assigned appoints a VCO; the unit commander forwards a memorandum appointing the unit's VCO to the Chief of Fleet Control (CFC) (Commander checklist at [Attachment 1](#)). Unit commanders should appoint VCO replacements before an incumbent departs.

1.2. Why We Manage Vehicles . With the need to conserve scarce and costly fuel resources, all management echelons must emphasize controlling and conserving vehicle assets. We must maximize our efficiency with vehicles. We must optimally use each vehicle and minimize fleet size without reducing reliability or quality of maintenance. To achieve these goals, the base transportation activity and the units share oversight of vehicles. The using agency assumes operational management and control while the transportation activity provides maintenance support and transportation services beyond the using agency's capability. The vehicle user is responsible for operation, conservation, and condition of vehicles used. The operator's supervisor, commander, and especially the VCO enforce this responsibility.

1.3. Vehicle Control Duties . VCOs must devote enough time to this task to carry out all assigned responsibilities effectively. VCOs:

- 1.3.1. Act as a focal point for all unit government vehicle matters.
- 1.3.2. Control unit vehicles and get transportation services required to meet your unit's mission.
- 1.3.3. Defend requirements, when necessary, for existing vehicles; justify requests for additional vehicle requirements, comply with the vehicle rotation program, and notify the CFC when the unit no longer needs assigned vehicles.
- 1.3.4. Ensure operators perform required maintenance, report vehicle malfunctions to vehicle maintenance, and make unit vehicles available for base activity repair and servicing.
- 1.3.5. Prevent misuse, abuse, and damage to unit assigned vehicles; investigates incidents of abuse, misuse, and accidents; and recommend corrective action to the commander.
- 1.3.6. Ensure only qualified and properly licensed personnel operate vehicles or specialized mounted equipment, and notify Fleet Control (10 ABW/LGTF) which issues the AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**, of any change in operator's status (for example, a member cannot drive due to physical condition, withdrawal of state license, etc.).

1.3.7. Use qualified unit instructors that have been approved by the CVO, for the Driver's Training Program, to train and supervise 15 passenger vans, 29 passenger busses, and special purpose vehicle operators.

1.3.7.1. Why do we have a drivers training program? To provide greater support for our customer. The USAFA asked for volunteers (Military VCOs and Active Duty Members) to become Trainers/Certifiers on certain government vehicles. This training allows each organization to train other personnel in their organization on designated vehicles, primarily the 15 passenger van and the 29 passenger bus.

1.3.7.2. Vehicle Operator Training through Vehicle Operations (10 ABW/LGTO).

1.3.7.3. Vehicle Operator Training. Government training and licensing is required on 15 passenger vans, trucks over 14,000 GVW, and for vehicles with a carrying capacity of more than 15 passengers. To become qualified as a Trainer/Certifier, the trainee will have a minimum of 1 hour of training on the 15 passenger van and a minimum of 24 hours of training on the 29 passenger bus. The 24 hour block of training is in increments of 3 eight hour sessions. Training dates and hours will be determined by customer needs and the availability of the trainers. Training hours will take place on Tuesday, Wednesday, and Thursday between 0600-1600. Training on other vehicles or specialized equipment is also available upon request. A list of training instructor candidates, the type of vehicles they are trainers for, and their grade, should be submitted to 10 ABW/LGTF. Point of contact is the Chief of Fleet Control.

1.3.7.3.1. The requesting organization will:

Screen prospective trainers to ensure they are capable of being trainers.

Provide a list of prospective trainers and the type of vehicles they are requesting training on to the Chief, 10 ABW/LGTF 30 days prior to the desired training dates.

Make trainees available during coordinated class dates.

1.3.7.3.2. Chief, 10 ABW/LGTF) will:

Take the list of prospective trainers to the Security Police for a background check.

Provide the Chief of Vehicle Operations (10 ABW/LGTO) a sanitized list of prospective trainers.

Update the motor vehicle operator identification card (AF Form 2293) when the candidate successfully completes the required training course.

1.3.7.3.3. Chief, 10 ABW/LGTO) will:

Provide trainers.

Provide the type of vehicle that training was requested on.

Coordinate dates and times for training with the requesting organization.

Certify trainers for the requesting organization.

1.3.8. Ensure operators have emergency tools, tires, maps, **Wright Express Fleet Service Card**, etc., before going off base.

- 1.3.9. Arrange for security of vehicles when not in use; safeguard against pilferage of fuel, parts, and accessories.
- 1.3.10. Ensure unit vehicles are kept clean and waxed. Check with maintenance on proper procedures for preserving the vehicle finish.
- 1.3.11. Due to the potential for fraud, waste, and abuse, each unit processing or using Wright Express Fleet Service Card establishes effective training and control programs to ensure assigned personnel know how to use and manage government resources.
- 1.3.12. Ensure credit card receipts, AF Form 15, **US Air Force Invoice**, and SF 44, **Purchase Order-Invoice Voucher**, are forwarded to the CFC after return to home station. When away from the home station for extended periods, mail these items each week (be sure to ensure necessary data such as registration numbers, mileage, name, grade, and organization are legible on credit card receipts).
- 1.3.13. Receipt vehicles from the CFC. **Note:** Parent commands directly receipt vehicles to tenant units through their registered equipment management (REM) section.
- 1.3.14. Request supplies, tools, and equipment for unit vehicles, such as highway warning kits, first-aid kits (when required by local authorities), tire chains, polish, wax, chamois, sponges, jacks, lug wrenches, fire extinguishers, and spare tires (unless items are original equipment on vehicles). As the VCO, procure these items through unit supply channels. VCOs may meet infrequent requirements for such items by loans from (10 ABW/LGTO).
- 1.3.15. Ensure operators know that the maximum engine idle time is 5 minutes when the vehicle is in “standby or waiting” status. When temperatures drop below freezing, you may extend the idle time to a maximum of 10 minutes to ensure proper warm-up. (Operational commitments may exempt you from these maximums, for example, when operating fire trucks or when radio-equipped vehicles use internal battery power to operate communication equipment.) **Note:** If you must use this equipment when the engine isn't running, use the “accessory position” on the ignition switch to avoid damaging the vehicle's electrical system.
- 1.3.16. Ensure unit members complete all operator's inspection guide and trouble report forms and that adequate stocks of appropriate forms are on hand.
- 1.3.17. Provide data and justification to support your unit's minimum essential vehicle levels.
- 1.3.18. Conduct and document monthly operator safety briefings to discuss accident trends, prevention, and procedures to stimulate safety consciousness. Use Commander's calls as a forum for these briefings.
- 1.3.19. Conduct monthly inspections to ensure assigned vehicles are serviceable and clean and that operators are properly inspecting vehicles. Use the appropriate operator's inspection guide and trouble report when performing these inspections. **Note:** Annually VCOs will inspect each assigned vehicle.
- 1.3.20. Provide flight line training to assigned personnel when required.
- 1.3.21. Maintain and adapt unit vehicles lesson plans after the CFC has approved them.
- 1.3.22. Provide orientation to newly assigned personnel.

1.3.23. Ensure vehicle rentals and leases are coordinated through the Chief of Transportation (10 ABW/LGT).

1.3.24. Ensure vehicles are properly configured when towing trailers and nonregistered equipment (to include operating any electrical or braking accessories on the vehicle or equipment being towed).

1.3.25. Attend the semiannual VCO meetings.

1.4. Directives Pertaining to Vehicle Operations. Ensure the following directives are available for reference.

1.4.1. AFI 24-301, *Vehicle Operations*.

1.4.2. AFI 24-302, *Vehicle Maintenance Management*.

1.4.3. AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*.

1.4.4. *Dash 1 Technical orders* applicable to vehicles or equipment assigned to your organization.

1.4.5. USAFAI 24-303, *Vehicle Control Program*.

1.4.6. AFMAN 24-309, *Vehicle Operations*.

1.5. Coordinating With the Base Activity. Close coordination with the base transportation activity is essential for good vehicle management. Be sure to contact the CFC for assistance and guidance on transportation problems. They in turn solicit VCO assistance and cooperation in making the VCO program as effective as possible.

2. VCO Liaison Duty:

2.1. Liaison Duties. Act as liaison between your unit and the base transportation activity. VCOs are the vehicle managers for unit/organization and the single point of contact for unit/organization's vehicle matters. As a rule, to minimize confusion, originate or pass along information required by the unit's transportation personnel.

2.1.1. The CFC, with key transportation personnel, conducts meetings with you and other VCOs to discuss matters pertaining to 10 ABW/LGTF.

2.1.2. The CFC, or a designated representative, schedules inspections of assigned vehicles without prior notice. **Note:** They will inspect 10 percent of the unit's vehicles semiannually.

3. Controlling Unit Vehicles:

3.1. Overseeing Your Vehicles. The VCO signs for the unit's vehicles from the CFC or from the base REM monitor. Assign these vehicles to their respective functions. Encourage the joint use of a vehicle to meet incidental user requirements. The VCO does not have to dispatch or personally supervise the use of each of the unit's vehicles, but must continuously keep the unit supervisors and operators aware both of their responsibilities and of conditions affecting vehicle use.

3.2. Restrictions on Using Vehicles. Personnel must follow local base instructions and state traffic regulations. Take special care to comply with local instructions concerning vehicle operations on the flight line. Note especially the additional restrictions in paragraph 8. on abuse and misuse.

3.2.1. Do not use Academy Boulevard as a primary route for government motor vehicle (GMV) travel when alternate routes are available. The primary route to Peterson AFB is via Woodmen Road and Powers Boulevard, and the alternate is via I-25 to the Hwy 24 bypass. The primary route to Fort Carson is via I-25 to exit 135, with the alternate being via Nevada Avenue. The primary route to Colorado Springs Airport is via I-25 to South Academy exit, Academy to Drennan Road, Drennan Road to Airport Road; alternative route is same as Peterson AFB route.

3.2.2. Do not use GMV's for trips to areas not complying with the intent of "official use."

3.2.3. Only foreign guests or dignitaries as deemed "essential support" by the 10th Air Base Wing Commander (10 ABW/CC) may use transportation to off base shopping areas. Use discretion when planning these trips. Locations and distances that are unreasonable or could create an undesirable perception must be avoided.

3.2.4. For permanent party Academy personnel going TDY, base transportation is available from 0730 to 1600, Monday through Friday. Base transportation may pickup or drop off colonels and above, including civilian equivalents, at their quarters only on base, no off base pickups. Lieutenant colonels and below must provide their own transportation to 10 ABW/LGTO, building 8124, or be at their duty station for pickup.

4. Base Transportation Services:

4.1. Managing the Unit's Need for Vehicle Operations Support. Part of your responsibility as a VCO is to acquire necessary motor vehicle transportation for your unit. One source is unit assigned vehicles. For other needs (peak loads and unusual requirements), obtain support through 10 ABW/LGTO. The VCO and VCNCO consolidate and submit requests for vehicles to ensure sufficient support. 10 ABW/LGTO supports requirements first by priority and then by destination. Submit requests on USAFA Form 88, **Request For Motor Vehicle Transportation**, or email request to arrive at 10 ABW/LGTO at least **10 duty days** prior to the need. 10 ABW/LGTO offers the following services:

4.1.1. Taxi Service. This service provides a quick response, point-to-point service to all requesters requiring official transportation. Normal operating hours for taxis are 0730 to 1630, Monday through Friday. Try to schedule required service in advance when possible. On base taxi requirements have priority over off base support. The dispatcher consolidates trips to off base destinations to the maximum extent. Separating cadets requesting transportation must present copies of their out processing list to the vehicle operator to verify validity of their transportation request.

4.1.2. U Drive It (UDI) Service. A limited number of passenger and cargo vehicles are available to support organizations not having assigned vehicles, or to augment units having assigned vehicles but requiring additional support to meet infrequent, short-term peak requirements. The base activity does not dispatch UDI vehicles to any organization on a recurring long-term-day-after-day dispatch basis. During normal duty hours, UDI users return vehicles to the north side doors of building 8127, the user checks the vehicle in with Dispatch (10 ABW/LGTOD) personnel before leaving the area. After duty hours, the user parks the vehicle in the Transportation Compound in the same slot they picked the vehicle up from and deposits the keys in the key drop box in building 8127. Commanders or VCOs ensure vehicles used by individuals permanently assigned to or hosted on TDY by USAFA units return vehicles to 10 ABW/LGTO clean and serviced. Users of vehicles 1-ton capacity or larger are responsible for ensuring the vehicle is always left in gear or in park and with the emergency brake set. The base activity pro-

vides an operator (unless qualified operators are available in the using unit) for large cargo vehicles such as tractors and trailers.

4.1.3. **Bus Service.** Request mass transportation for the unit from Vehicle Operations Coach Section (10 ABW/LGTOD) on USAFA Form 88 or email at least **10 duty days** prior to your requirement.

4.1.4. **Recovery Service.** Request recovery service through Vehicle Maintenance (10 ABW/LGTM) during normal duty hours. Contact the Vehicle Operations Dispatch (10 ABW/LGTOD) for recovery service after normal duty hours. Limit requests after normal duty hours to priority vehicles, vehicles blocking traffic or creating a safety hazard, and government-owned vehicles disabled off base.

4.1.4.1. Operator remains with the vehicle until maintenance or wrecker service arrives unless the base activity has made other arrangements. The recovery vehicle operator transports the disabled vehicle to 10 ABW/LGTM compound.

4.1.4.2. Retrieve vehicles from off base areas as soon as possible. Between 1800 to 0600, Monday through Friday; 1600 to 0700, on weekends; and all hours on holidays, contact Law Enforcement Desk, 10th Security Forces Squadron (10 SFS/SFOL), or emergency wrecker service. 10 SFS notifies 10 ABW/LGTO personnel. If you must leave the disabled vehicle in an unsecured area (off base), secure it before your departure. The VCO must ensure appropriate operator's inspection guide and trouble report, key, and AF Form 1252, **USAF Vehicle Serv-O-Plate**, are available to the recovery vehicle operator prior to dispatch.

4.1.4.3. The GMV wrecker will not move privately owned vehicles (POV) except when directed by the 10 Air Base Wing Commander. (10 ABW/CC).

5. How to Obtain Vehicles for Your Unit:

5.1. How the Air Force Assigns Vehicles. Justify the unit's vehicles on an AF Form 601, **Equipment Action Request**. The CFC verifies the AF Form 601 and presents it before the Transportation Vehicle Authorization Meeting. The Chief of Logistics Division (10 ABW/LG) makes the final approval at the local level. After approval, the CFC sends the form to the Major Command Equipment Management Office (CEMO) for final action. After the major command (MAJCOM) approves the authorization, an appropriate type vehicle will meet the requirement when it becomes available. As a rule, the base activity will not assign vehicles pending approval of the authorization.

5.2. How to Retain Your Present Unit Vehicles. After having a vehicle authorized and assigned, continued retention of it depends on the continuing need, mission criticality, and the achievement of Air Force utilization goals. If a vehicle is needed, but cannot meet the utilization goals, justification should clearly state why and justify the need. VCOs with the CFC review utilization data on the assigned vehicles. VCOs and the CFC should consider vehicles that do not achieve utilization goals for possible rotation.

5.3. How to Obtain a Vehicle for a New or Increased Mission. VCOs receive new or additional vehicles by justifying them on the AF Form 601 (see paragraph [5.1.](#)). 10 ABW/LGTF personnel may assist you with the request. Since the justification on the AF Form 601 may be the only opportunity to explain the need for a vehicle, carefully prepare the form. Make every effort to explain the requirement, including passenger carrying requirements, type and weight of cargo transported, number of daily trips, lengths of trips, and specific parts of the mission supported. Anytime a vehicle is needed

due to a new mission, attach a Program Action Document to the AF Form 601. If the Vehicle Authorization Utilization Board (VAUB) or Chief, 10 ABW/LG justifies and approves the need, the CFC processes the request as described earlier. The entire review process can take as long as 120 days. Timely planning for future needs ensures the authorization and vehicles are available when required. After gaining approval for a vehicle, its actual assignment to the unit depends on the availability of assets. **Note:** [Attachment 2](#) contains an authorization analysis checklist that may help when considering additional vehicle requirements and when leasing could meet the need.

6. Vehicle-Use Goals:

6.1. The Vehicle Use Program. The objectives of this program are to ensure the best use of all Air Force motor vehicles and that all Air Force general purpose vehicles and materials handling equipment (MHE) accumulate the maximum mileage or hours by the time they reach their years of life expectancy (TO 36A-1-1301, *Vehicle Management Index File*). **Note:** Monitor the unit to ensure it is not using or operating vehicles merely to accumulate mileage or hours in order to meet established goals.

6.2. Vehicle Rotation. Rotate general purpose vehicles and MHE unless the cost of moving equipment from one vehicle to another exceeds savings gained by the rotation.

6.2.1. The VCO must establish local controls and procedures to monitor the rotation within the assigned organization to ensure that:

Low utilized vehicles rotate with high utilized vehicles.

Older vehicles become eligible for replacement before newer models of the same type.

No unauthorized modifications or deviations from standard marking and painting policy is accomplished that would prevent a vehicle's rotation.

6.2.2. The CFC provides a semiannual analysis to aid in using and rotating vehicles.

7. Vehicle Maintenance:

7.1. VCO Responsibilities for Maintaining Vehicles . In the Air Force, both the using organization and 10 ABW/LGTM are responsible for vehicle maintenance. VCO responsibilities include ensuring your unit performs organizational maintenance and that vehicles are available for base-level repair and services.

7.2. Organizational Maintenance. As the term indicates, organizational maintenance is the using organization's responsibility, usually completed by the vehicle operator. This level of maintenance includes inspections and reporting discrepancies to 10 ABW/LGTM.

7.2.1. Other organizational maintenance includes cleaning the vehicle and checking all fluid levels according to AFMAN 24-307 and applicable TOs and manuals. General purpose vehicle operators service only fuel, engine oil, engine coolant, windshield washer reservoirs, and battery fluid levels. Report all other suspected fluid level deficiencies to 10 ABW/LGTM. Specialized equipment operators must perform daily lubrications, make minor adjustments, and install and maintain special attachments (snow plow blades, cables, etc.) as stated in the applicable operating and servicing (-1) technical order.

7.2.2. Vehicle operators usually do not repair their vehicles. When a vehicle requires repair affecting its safe operation, take it at once to the maintenance shop. An effective organizational maintenance program increases vehicle life, reduces maintenance costs, and ensures vehicles can meet mission requirements. As the VCO, you must personally concentrate on this area.

7.3. Vehicle Maintenance Shop Services. All maintenance above organizational level is the responsibility of 10 ABW/LGTM.

7.3.1. Scheduled Maintenance. Some maintenance actions are scheduled in advance based on miles, hours of operation, or calendar time. Be sure to properly schedule vehicles so they do not operate past the mileage or operating-hour due date. Periodically, the VCO will receive scheduled maintenance requirements for their organization for a following 4-week period. Ensure your unit delivers vehicles to 10 ABW/LGTM at the time agreed on by the Fleet Control/Maintenance Control and Analysis (FC/MC&A) also known as Customer Service Center (CSC) for 10 ABW/LGTM. Try to schedule servicing in advance with FC/MC&A to reduce the impact of vehicle loss during periods of peak workloads.

7.3.2. Unscheduled Maintenance. Report vehicle malfunctions to the CSC within 1 normal workday. Report malfunctions that affect safe operation at once. The user must make sure the vehicle is available to 10 ABW/LGTM in clean condition, if possible, for required repairs. Failure to report malfunctions constitutes vehicle abuse. As the VCO, oversee the unit to ensure prompt malfunction reporting.

7.4. How to Maintain Unit's Vehicles:

7.4.1. The Air Force outlines vehicle serviceability standards in TO 36-1-23, *Serviceability Standards for USAF Vehicles*. The 10 ABW/LGTM determines if a vehicle requires repairs to meet serviceability standards. Simply stated, the Air Force recognizes that vehicles, as they become older, are subject to wear and deterioration, which means units cannot maintain them in a like-new condition. To be serviceable, then, a vehicle must be safe and dependable. A vehicle's safety can never be compromised throughout its life--it must be able to perform its job safely and consistently.

7.4.2. The Air Force judges the serviceability of a vehicle by age and mileage, expected use or job, remaining service life, value of services returned to user versus cost of rebuild, replacement or repairs, and safety of operation.

7.4.3. Remember that serviceability is always a matter of judgment. If unit is not satisfied with the provided maintenance, contact the Chief of Vehicle Maintenance (CVM).

7.5. Modifying, Painting, or Placing Unit Signs on Vehicles:

7.5.1. Modification. A modification is a change in configuration that alters the basic design or use of the vehicle. Process modifications according to DoDI 5000.2/AFSUP1, *Acquisition Management Policies and Procedures*. The Air Force does not consider adding special equipment to meet a specific operational need that does not alter the basic design or use of the vehicle as a modification. Examples of such added equipment include: hydraulic tail gates, cargo covers, camper shells, etc. Installing and removing this equipment is the owning organization's responsibility, as is the funding for this equipment. When this equipment is required, submit a memorandum seeking approval, with full justification, to the CFC and CVM.

7.5.2. **Painting and Marking.** Paint and mark government vehicles according to TO 36-1-3, *Painting, Marking, and Lighting Requirements for USAF Vehicles*. Units will not paint or mark government vehicles unless specifically approved by 10 ABW/LGTF and LGTM.

7.5.3. **Placing Unit Signs on Vehicles.** These signs provide a uniform method for identifying vehicles as property of the US Air Force and serve to associate it with the assigned organization. If signs are used, make them out of a blue plate approximately 6 by 12 inches and attach them to front license plate holders.

7.5.3.1. Activity markings may be applied to exterior surfaces if deemed mission essential by local commanders. Make these markings easy to apply and to remove without damaging the vehicle's exterior surfaces.

7.6. Maintenance Priorities. Each vehicle maintenance activity sets the priorities that most effectively support its mission. The Chief, 10 ABW/LG annually approves these priorities. Here are the minimum actions taken:

7.6.1. Each using organization and functional site makes a list of mission essential vehicles. The list shows the number of vehicles, by type, they can have in the shop at one time without seriously affecting the user's mission. Consider vehicles with special mounted equipment that cannot be readily transferred to another vehicle in your list.

7.6.2. The CVM and CFC review the unit's proposed mission essential vehicle levels for supportability. They must resolve questions or problems concerning the proposed levels with the using activity before finalizing the list. The CVM and CFC then present the mission-essential vehicle levels to the Chief, 10 ABW/LG for annual approval.

7.6.3. All vehicles, regardless of type or use, have a "routine" priority (except designated emergency vehicles), unless one of the conditions in paragraph 7.6.4. applies.

7.6.4. A RED priority is used when one or more of these conditions exist:

The CVM/CFC tells Customer Service a unit is at or below the mission essential vehicle level, further loss of vehicles degrades mission support, and the need cannot be filled by other base vehicle assets.

The CVM/CFC tells Customer Service a special project requires them to place more of a certain type of vehicle in service.

Severe weather or other circumstances create a need for certain types of vehicles.

7.6.5. 10 ABW/LGTO ensures it maintains mission-essential vehicle levels and that it meets extraordinary mission needs. Actions may include withdrawing vehicles from activities above their mission-essential level. 10 ABW/LGTM may have to consolidate the work force, work overtime, cannibalize parts, defer work, or make temporary repairs to return needed vehicles to service.

7.6.6. Installed emergency warning lights, military radios, or other such accessories do not automatically cause a vehicle to be put in a higher priority.

7.6.7. When a user receives a replacement vehicle (while prime vehicle is in the shop) and the unit meets the mission-essential level, the prime vehicle will receive a routine maintenance priority.

8. Vehicle Abuse and Misuse:

8.1. Vehicle Control Officer Responsibilities and Examples of Abuse. As a VCO, you are responsible to your commander for preventing, reporting, and investigating vehicle abuse within your unit. Here are some examples of vehicle abuse. **Note:** Procedures for accomplishing Reports of Survey are contained in, AFMAN 23-220, *Reports of Survey for Air Force Property*.

- 8.1.1. Tampering with governors.
- 8.1.2. Running engines at excessive speeds.
- 8.1.3. Operating vehicles with insufficient oil or coolants because of failure to check levels, according to established requirements, or failure to monitor dash instrumentation.
- 8.1.4. Failing to report malfunctions, defects in, or damage to the vehicle.
- 8.1.5. Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.
- 8.1.6. Operating vehicles using improperly selected gears, such as lugging in high gear and shifting into reverse when traveling forward.
- 8.1.7. Excessive RPM during engine braking.
- 8.1.8. Improper distribution or failure to secure loads properly in cargo areas of vehicles.
- 8.1.9. Unauthorized wiring, marking, or modifications to vehicles.
- 8.1.10. Operating a vehicle with broken tire chain links or improperly inflated tires.
- 8.1.11. Using a vehicle for other than its designed or intended purpose.
- 8.1.12. Mechanical failures that are not the result of fair wear and tear or defective material or workmanship.

8.2. Vehicle Misuse. Use vehicles for official purposes only. The CFC gives guidance in specific cases where the VCO questions the official nature of the vehicle's use. Should the CFC receive a report of vehicle misuse concerning one of the unit's assigned vehicles, the CFC then records all the facts and requests an investigation through the unit commander.

9. Accident Investigation and Reporting Procedures:

9.1. Accident Reporting. Report all accidents involving military vehicles on SF 91, **Operators Report of Motor Vehicle Accident**. When a military vehicle is in an accident, the operator must :

- 9.1.1. Render any possible assistance to the injured.
- 9.1.2. Warn other motorists of any existing highway hazard.
- 9.1.3. Notify civil or military police.
- 9.1.4. Complete and deliver SF 91 to unit VCO or unit commander.
- 9.1.5. Comply with state and local laws that govern reporting vehicle accidents.
- 9.1.6. If civilian authorities require official civil reports, route them through channels to the proper claims officer for review to make sure you don't prejudice US Government rights by admitting liability or making statements that otherwise obligate the government.

9.1.7. Bring the vehicle to 10 ABW/LGTM for inspection if still operational; otherwise, request vehicle recovery service.

9.2. Operator Statements. A vehicle operator must NOT express opinions (orally or in writing) to claimants or their agents as to liability, investigation findings, or the possibility of a claim approval. Operators DO NOT complete insurance company accident report forms. This procedure gives the US Government reasonable protection against claims filed according to the **Federal Tort Claims Act**.

9.3. Reporting When the Operator Is Injured. In accidents involving military vehicles with operators injured to the point where they cannot complete the SF 91, the VCO or a designated representative of the unit must complete the SF 91.

9.4. Accident Investigation. Transportation establishes the local accident notification procedures. The organization must investigate the accident and determine liability. In most cases, commanders use the VCO to investigate accidents. **Note:** (see AFMAN 23-220 for how to accomplish Reports of Survey). 10 ABW/LGTM requires a released-for-repair notification memorandum before the repaired vehicle will be released after repairs have been accomplished. The affected unit initiates this memorandum.

9.5. Responsibilities . The vehicle operator has the primary responsibility to prevent vehicle abuse/accidents. Any damage should be reported immediately by the operator. The secondary responsibility rest with the unit VCO/VCNCO who should be inspecting unit vehicles periodically for unreported damage and inspects each vehicle being turned in for damage repairs. Unreported damage to an Air Force vehicle clearly indicates that the unit operator or VCO is not inspecting vehicles properly, documentation and tracking of accident/abuse damage are the responsibilities of Fleet Control.

9.6. Procedures . Upon determination by transportation that a vehicle accident or abuse occurred, the following action shall be taken:

9.6.1. Vehicle maintenance will initiate a work order, estimating the cost of repairs and photographs may be taken of vehicle damage to aid in further investigation. The work order, along with a memorandum identifying the accident or abuse, will be signed by the Chief of Transportation and routed through the commander of the using organization assigned the vehicle in question.

9.6.2. The unit commander or VCO/VCNCO will send vehicle maintenance a memorandum of release within five workdays. If vehicle maintenance has not received a memorandum of release within that time, they will repair the vehicle.

9.6.3. If the using organization commander/chief agrees with the vehicle accident/abuse allegation, an AF Form 20, **Repair Cost and Repairable Value Statement**, will be prepared by vehicle maintenance using actual/estimated costs expended to repair the vehicle. A copy will be sent to Financial Management and Comptroller (HQ USAFA/FM) and 10 ABW/LGTM.

9.6.4. If the using organization commander feels the vehicle abuse/accident is not justified, and the 10 ABW/LG Commander agrees with his or her rationale, the vehicle abuse/accident case will be closed. If the 10 ABW/LG Commander disagrees, the case file will be forwarded to the 10 ABW/CC for review and final disposition.

10. Off-Base Equipment Information and Routing:

10.1. Off-Base Dispatch. When vehicles dispatch to points outside the immediate area of the installation, provide vehicle operators with route, refueling (Wright Express) US Government Fleet Service

Card, emergency repair (AF Form 15 or SF 44), and mileage recording information and documents. Upon request, 10 ABW/LGTO will provide route planning and emergency kit assistance for travel beyond the local area. Submit requests for Wright Express Fleet Service Card and AF Form 15 at least 10 workdays prior to need. Equip all vehicles dispatched off base with an emergency kit containing the following equipment. **Note:** (Exception) When dispatching a group of vehicles as a convoy, you need not provide a jack and lug wrench for each vehicle.

10.1.1. Spare tire and wheel.

10.1.2. Jack.

10.1.3. Lug wrench.

10.1.4. Other emergency equipment such as fire extinguishers, etc., as required by local and national laws.

10.1.5. Tire chains or snow tires, window ice scrapers, and sandbags are recommended during winter. Windshield fluid antifreeze will be maintained throughout the year.

10.2. Equipping Organizational Vehicles . VCOs arrange for and brief the driver on how to use emergency equipment and necessary forms. 10 ABW/LGTO is responsible for briefing the driver on recommended routing when requested.

11. Motor Vehicle Operator's Qualification Requirements:

11.1. General Information. Personnel who operate government-owned or leased general purpose vehicles, 14,000 GVW or less with the exceptions of 15 passenger vans, may do so if they possess a valid state license and have completed Traffic Safety Courses I and II. For operating all other government-owned or leased vehicles, operators must possess an AF Form 2293. In cases when AF Form 2293 has not been issued, the VCO must brief individuals on accident procedures, vehicle abuse and misuse policies, and operator care responsibilities.

11.2. New Operators. Obtain information and scheduling for issuing an AF Form 2293 from 10 ABW/LGTF. 10 ABW/LGTF, however, does not have the staff nor the required equipment to teach personnel to drive who do not have previous driving experience. Accomplish initial training when required by using qualified driver training instructors in the unit or through contract with commercial driver training agencies. The requesting organization funds the cost.

11.3. Civilian employees . Civilians employed as motor vehicle and incidental operators must meet the training requirements in Federal Personnel Manual (FPM) and the 36 series of the Air Force publications. They require a physical examination before they can operate a government vehicle. Use OF Form 345, **Physical Fitness Inquiry for Motor Vehicle Operator**, and have the individual's immediate supervisor sign it as the Review and Certification Designated Official. The VCO retains the most recent OF Form 345 on file. Thereafter, review a civilian's ability to operate government vehicles every 4 years.

11.4. Licensing Contractor Personnel. Annotate the AF Form 2293 of a contractor employee who operates equipment requiring it, "Valid Only During Periods Covered by Employment." Authenticate the form only for driving the government vehicles furnished to the contractor and mark it to show the area limitations; i.e., "on base only." Each applicant must:

11.4.1. Have a valid state drivers license for the types of government-owned vehicles included on the AF Form 2293.

11.4.2. Have the contractor certify that the operator is physically qualified to operate a motor vehicle. This certification must remain on file with the supervisor and 10 ABW/LGTF, when applicable.

11.4.3. Have the contractor certify that the operator is fully qualified to operate a special purpose vehicle. This certification must remain on file in 10 ABW/LGTF.

11.4.4. Receive a handout issued by the unit VCO identifying his or her responsibilities while operating government-owned vehicles. The handout contains information peculiar to the Air Force base on which the person will operate vehicles and refers to the GSA vehicle operator's packet in each GSA vehicle, if applicable.

11.4.5. The AF Form 2293, issuing authority accomplishes and maintains an AF Form 2296, **Vehicle Operator Information**, for each contractor employee issued an AF Form 2293. Use only minimum entries for identification to assist in accounting, controlling, and canceling the AF Form 2293.

11.4.6. The issuing authority voids the AF Form 2293 upon completion of the contract or upon individual termination of employment. The employee may keep the voided copy.

11.4.7. The issuing authority may grant a temporary AF Form 2293, valid only for the duration of the visit, to a visiting contractor employee possessing a valid state driver's license.

11.5. Commercial Licenses. Public Law 99-570, *Commercial Driver's License Program*, requires any civilian who operates a vehicle 26,001 GVW or more to obtain a commercial license according to state laws. The individual is responsible for the cost of the commercial license. Government vehicles may be used for required recertification purposes.

11.6. Issue and Changes to Licenses. To renew or amend AF Form 2293, the member's commander, VCO, or designated representative sends AF Form 171, **Request for Driver's Training and Addition to US Government Driver's License**, to 10 ABW/LGTF requesting renewal or amendment of the person's AF Form 2293. 10 ABW/LGTF personnel screen previous records in determining whether to renew the license. They validate the present AF Form 2293 or issue a new license, provided the member meets the requirements. The expiration date of the AF Form 2293 will be the same as their state or commercial license.

11.7. When to Suspend or Revoke Driving Privileges of Government Vehicle Operators. Suspend, revoke, or reinstate vehicle operator (civilian and military) driving privileges according to AFJI 31-204, *Motor Vehicle Traffic Supervision* (formerly AFR 125-14). Base law enforcement activities, on behalf of the installation commander, administer the program.

11.7.1. Establish procedures to ensure the unit notifies the Operator Records and Licensing Section (10 ABW/LGTF) when Security Police suspend, revoke, or reinstate an individual's driving privileges.

11.7.2. When individuals who possess an AF Form 2293 have had their driving privileges suspended or revoked, 10 ABW/LGTF will contact the unit commander or VCO to ensure they return their AF Form 2293 to 10 ABW/LGTF. This section maintains the license until reinstatement or until they deactivate the driving records as appropriate. This section also enters actions causing

revocation or suspension in the records and licensing Computer Assisted Transportation System (Cats) Automated Fleet Information System (CAFIS) module.

11.7.3. Individuals having their authority to drive civilian vehicles on base suspended also have their GMV driving privileges suspended for the same period. When individuals have their on base driving privileges for civilian vehicles reinstated, they also have their full GMV driving privileges (including off base) restored (including reissue of AF Form 2293) unless competent authority (i.e., Security Forces, individual's commander, etc.) withholds them.

11.7.4. Unit commanders or equivalent may suspend or revoke a vehicle operator's driving privileges for due cause. The commander notifies 10 ABW/LGTF, in writing, of this action and ensures the unit return the operator's AF Form 2293.

11.7.5. An authorized personnel action follows the revocation or suspension of the driving privileges of a civilian operator that effectively prevents them from continued performance of assigned duties. This action may be temporary (i.e., detail or suspension), may involve a permanent position change, or may result in dismissal. Any adverse actions proposed must cite specific and detailed reasons.

11.7.6. As the unit commander determines, a person involved in substance abuse may have his or her government vehicle operation privileges suspended or reinstated. The commander must notify the CFC of all suspension and reinstatements.

11.8. Restoration of Driving Privileges:

11.8.1. Operating Government Vehicles with the State Operator's Permit Suspended. The suspension or revocation of a license by state authorities is a serious action. If, however, competent command authority requests, the official who approved the government vehicle driving suspension may restore government vehicle driving privileges while the on base driving privileges are suspended. The AF Form 2293 is then issued. Before reinstatement, the approving official reviews the causes for suspension, the driver's past record, and the person's attitude. The official reinstates privileges in these cases based on mission essentially of the person involved and a certification that the commander cannot assign the person to duties that do not involve driving. The operator may not operate government vehicles off base.

11.9. Qualification of Special Vehicles:

11.9.1. The using activity evaluates the operator's performance on operation of special purpose, general purpose vehicles in excess of 14,000 GVW, and materials handling equipment.

11.9.2. Before certifying an operator's qualifications for a specific vehicle on AF Form 2293, evaluate the operator's knowledge of vehicle operating and service instructions (technical orders or manufacturer's guide). Verify the individual's ability to operate and service the equipment by hands-on skill demonstration. The training course content must be according to approved unit lesson plans.

11.9.3. If your activity requires special vehicle equipment operator training, you must designate qualified personnel within your organization as instructors to train and supervise student operators. Send the names and grades of instructors to the CFC. Send changes to this list to the CFC as they occur. The CFC thoroughly screens each instructor for background and experience on the type of vehicle or equipment and rejects those who do not qualify.

11.10. TDY License Requirements. Personnel in this category may operate general purpose vehicles, 14,000 GVW and below, with a valid state license. In overseas areas, not including US possessions, they must have a current AF Form 2293. Local regulations in overseas areas may require additional certification.

11.11. Requirements for Contingency and Remote Areas. Certain personnel assigned to contingency and remote areas must have an AF Form 2293 before they report for duty, since facilities for examining and training operators at these sites may be limited or nonexistent. The parent or losing command ensures it examines required personnel according to AFI 36-2102, *Base-Level Relocation Procedures*, and AFI 36-2110, *Assignments*, and issues them qualification records. In contingency areas, the CFC may modify information on the AF Form 2293 to eliminate information that could assist the enemy or cause a hardship if the card holder were captured.

11.12. Mobility Licensing Requirements. Personnel on mobility status to overseas locations should receive an AF Form 2293 to ensure compliance with host country agreements.

11.13. Security of Unit Vehicles. The VCO must ensure unit vehicles and fuel are secure. To carry out this responsibility, follow these vehicle security rules:

11.13.1. When not in use, secure the unit's vehicle. Do not leave vehicles overnight in airport parking lots or other unsecured public areas.

11.13.2. As a rule, if a vehicle operator leaves the vehicle unattended, remove the ignition key (commercial vehicle) and lock the vehicle, except for vehicles designated as emergency vehicles (crash-fire trucks, security vehicles, ambulances, etc.) or when you park a vehicle in a hazardous area (fuel dump, flight line, ammunition storage, loading or unloading area, etc.) **Note:** Flight line is defined as any area where the presence of the vehicle could interfere with normal aircraft movement. Military tactical vehicles should use the factory-installed steering wheel restraining cables or chain, or you should install a chain to provide security.

12. Keeping Unit Vehicles Clean:

12.1. VCO Responsibilities. The VCO must ensure unit vehicles are clean and presentable (exterior, interior, engine compartment, and engine). Contact 10 ABW/LGTM for guidance in cleaning engine and engine compartment.

12.2. Washing Facility. 10 ABW/LGTO maintains a vehicle washing and cleaning facility. As a rule, they provide wash brushes and an industrial vacuum cleaner for the vehicle operator's use. Using agencies will wash vehicles issued in support of summer CST and BCT programs prior to returning them to 10 ABW/LGTO. Automatic and manual washing facilities are available in the Civil Engineering Compound, building 8114. Wash facilities are open Monday through Friday, from 0730 to 1630, but will close when the temperature falls below 40 F.

12.3. Vehicle Waxing. Wax unit vehicles when needed to meet corrosion control and appearance requirements or a minimum of twice a year.

13. Vehicle Refueling:

13.1. Refueling Unit Vehicles. The base refueling station furnishes fuel for government vehicles. To get fuel, the vehicle operator must have a fuel key. It has statistical data, such as vehicle registration number, vehicle type, etc. When operators take a vehicle to the refueling station, they insert a fuel

key in the computer box to obtain fuel. As a safety precaution to prevent static electric discharge, vehicle operators refueling vehicles should make sure the fuel dispensing nozzle remains in contact with the gas tank filler neck while dispensing fuel. Use this same procedure to obtain compressed natural gas (CNG).

14. Vehicle Inspection Requirements and Procedures:

14.1. Forms Used When Inspecting Vehicles. The Air Force provides operator inspection guide and trouble report forms for different equipment types to help vehicle and equipment operators complete required inspections and servicing. These forms also provide a monthly record of inspections accomplished, discrepancies reported, and maintenance corrective actions taken. Since all the forms are alike, except for the “items to be checked” column, only AF Form 1800, **Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)**, appears as an example. The other form numbers and equipment that apply are AF Form 1807, **Operator's Inspection Guide and Trouble Report (Fuel Servicing)**, AF Form 1806, **Operator's Inspection Guide and Trouble Report (Aircraft Towing, Base Maintenance, Deicers, High Reach and Snow Removal)**, and AF Form 1812, **Operator's Inspection Guide and Trouble Report (All "P" Series Firefighting Vehicles)**.

14.2. Reports and Time. The VCO must make the operator's inspection guide and trouble report forms for the current month available for all vehicles or equipment, except during maintenance, at which time the base activity attaches the form to the work order. The VCO ensures that operators initiate new forms for each vehicle at the first daily inspection of the new month. Operators performing the first inspection of the month ensure they transcribe all applicable entries on the previous month's form to the new form. Operators also accomplish a monthly tire air pressure check at this time. Use an additional operator's inspection guide and trouble report form for waived items; this form is the only authorized permanent record of previously identified items. Vehicles in extended repair, storage, or waiting disposition at the end of the month do not require a new form until they return to operational status. The VCO keeps the completed operator's inspection guide and trouble report forms on file for one month.

14.3. The Daily Inspection . Vehicle or equipment operators perform inspection and servicing, using the proper operator's inspection guide and trouble report form and procedures prescribed by this section. Daily inspect general purpose vehicles and sign the operator's inspection guide and trouble report form prior to daily operations with the vehicle. If operators don't use the vehicle daily, they must inspect it at least weekly. For special purpose vehicles, the operator must complete a complete daily inspection, including all items listed in the “items to be checked” section, once each day (24 hour period) (and before using the vehicle the first time) when the vehicle or equipment is in use. If shift operation prevails, operators on subsequent shifts must verify that someone previously has completed the daily inspection and documented on the operator's inspection guide and trouble report form. In addition, the new operator must make a brief walk-around visual inspection and check fluid level as necessary to detect any damage to the equipment, servicing required, or operating problems that may have developed after the daily inspection was completed. The only documentation required for the shift inspection is to enter any additional discrepancies found in the maintenance record section of the operator's inspection guide and trouble report form.

14.4. Inspection Discrepancy and Deferred Maintenance Procedures. As a rule, operators record discrepancies discovered during inspections requiring maintenance action on the operator's inspection guide and trouble report form and report them to the VCO for necessary action. The VCO, in turn,

ensures 10 ABW/LGTM receives the vehicle. The operator also completes the “reported to maintenance” section of the maintenance report. Supervisors, vehicle operators, or unit VCOs may delay reporting of minor repairs to accommodate immediate use of the vehicle during periods when 10 ABW/LGTM is not open for business, when the vehicle is off base, or when a discrepancy does not constitute a safety hazard and will not lead to further deterioration of the vehicle. The VCO does not need to consult with 10 ABW/LGTM before making a decision. If the VCO declares the vehicle operational, the discrepancies remain in an open status and report them to 10 ABW/LGTM at the earliest opportunity the next duty day. If the VCO declares the vehicle out of commission, secure the vehicle and turn it in to 10 ABW/LGTM for action during the next duty day. **Note:** Vehicle operators should not make entries in the maintenance control report section of the operator’s inspection guide and trouble report form for end-of-day close out, except as provided in subparagraphs to this section.

14.4.1. Do not defer or continue in service, vehicles or equipment with operator-reported discrepancies against systems or devices in [14.4.1.2.](#) through [14.4.1.9.](#) since they may adversely affect safety of personnel or equipment operation. When a question arises about the seriousness of a discrepancy (potential safety hazard), the CVM, or a designated representative determines whether to defer the discrepancy and, if deferred, signs the maintenance control report entry on the operator’s inspection guide and trouble report form. Critical discrepancies include:

14.4.1.1. Brakes.

14.4.1.2. Tires (defective or tires having tread wear that exceeds limits in accordance with TO 00-25-246, *Selection, Inspection, Service, and Control of Motor Vehicle Tires*). Air pressure recommendations prescribed in applicable vehicle TOs take precedence over other recommended tire pressures unless they exceed max PSI rating identified on the sidewall.

14.4.1.3. Steering mechanism.

14.4.1.4. Operating levers controlling power transmission, hoisting, dumping, and tripping devices.

14.4.1.5. Seat belts, when so equipped (this is a state law).

14.4.1.6. Warning lights such as turn signals, brake lights, emergency, and rotating flashers.

14.4.1.7. Headlights, reflectors, and night recognition or obstruction lights (unless vehicle or equipment does not operate during hours of darkness or restrictions as identified by decal).

14.4.1.8. Windshield wipers and defrosters (when prevailing environmental conditions require these components be operable).

14.4.1.9. Other similar safety and warning equipment and devices peculiar to special purpose units.

14.5. Recording Inspections on the Operator Inspection Guide and Trouble Report Forms.

Here’s how to fill out the form identified in paragraph [14.1.](#) The following tells you how to fill out each of three sections: Heading Information Section (top of page); Inspection Guide and Operator Signature Section, (including front and back pages); and the Vehicle/Equipment Discrepancy and Maintenance Report Section (center page).

14.5.1. Heading Information Section. The VCO initiates and issues forms for each vehicle or equipment item on the first use day of the month. Assigned operators who perform daily inspections on the first day close out the previous month's form. They must carry forward required

entries according to instructions in the following paragraphs and return the old form to the VCO for file and disposition. Issue the new form after completing the heading information section as follows:

14.5.1.1. Date (Mo/Yr). Enter the month and year for which the form is effective; for example, enter Jan 95 or March 95. Abbreviate months with more than five letters. Do not use numerals to indicate a month; i.e., “1/95”.

14.5.1.2. Vehicle Type. Enter the vehicle or equipment type designator. If type designator does not apply, or is not commonly recognized, use the common name or nomenclature in place of, or in addition to, the type.

14.5.1.3. Registration No. Enter the registration number assigned to the vehicle or equipment item. If not applicable, use serial number or local identifier used for work order purposes.

14.5.1.4. Using Organization, Location, Phone. Enter organization identifier, station location and area if desired, and telephone number of the assigned vehicle’s organization.

14.5.1.5. VCO Name, Grade, Phone. This is the designated VCO for the using organization (identified in [14.5.1.4.](#)).

14.5.2. Inspection Guide and Operator Signature Section. The “items to be checked” appear by number, down the left side of the front page; they continue on the back page. The numbered blank lines are for local use, to add items. This is especially useful when adapting one of the forms to a peculiar equipment item. Inspect or service test all listed “items to be checked” during each inspection. The operator should not make an entry such as a check mark or initials on the item listing lines. **Note:** Line out only listed “items to be checked” that do not apply to the peculiar equipment. As a rule, the VCO and maintenance activity coordinate on items added or deleted (lined out).

14.5.2.1. There is space for an operator's signature corresponding to the numbered day of the month on the back page. The operator's signature (initial of first name and full last name), opposite the appropriate day of the month, signifies satisfactory completion of the inspection or servicing for each “item to be checked.” The operator's signature further signifies the entry of item numbers for a discrepancy entered on the discrepancy and maintenance report (center page) or that the operator has determined an appropriate entry already appears in a deferred or waiver status. Leave blank or void operator signature lines opposite days of the month on which a daily inspection was not performed (nonuse days). The operator certifies completion of the daily inspection even though discrepancies discovered and reported to 10 ABW/LGTM may result in the vehicle being placed in out-of-commission status. If the vehicle returns to service that day, the operator is only obligated to make a brief visual check as outlined in paragraph 14.3 for the next shift operators.

14.5.3. Vehicle or Equipment Discrepancy and Maintenance Report Section (Center Page). Use this section to record and indicate maintenance action or status resulting from operator-discovered discrepancies. 10 ABW/LGTM also uses this section to record discrepancies discovered and not corrected during periods of maintenance (repair, inspection, and service). 10 ABW/LGTM (personnel and operators) make a careful review of all discrepancies and their status to avoid duplicate reporting and processing of discrepancies. When initiating a new monthly form, transcribe all open discrepancies (leave date “maintenance control report” blank) to the new form and those “C/

F” (Carried Forward) entered in the blank “date” space of the old form. Additional instructions for completing this section follow:

14.5.3.1. Item No. Enter the item number of the inspection guide's “items to be checked” list against which the operator reports a discrepancy. Leave blank when the discrepancy does not relate to a numbered item.

14.5.3.2. Discrepancy. Enter a brief description of the discrepancy. Usually, one line should provide adequate description of the problem; however, when detailed explanation is necessary, attach a supplemental sheet to the form and work order for 10 ABW/LGTM.

14.5.3.3. Date Found. Enter date you found the discrepancy. Use alphanumeric combination to indicate date/month only. Abbreviate month to three letters, for example, 10 Jan.

14.5.3.4. Date. Enter date the discrepancy was reported to 10 ABW/LGTM (i.e., 10 Jan).

14.5.3.5. Time. Enter clock time that the discrepancy was reported to Vehicle Maintenance, in four digit military time (i.e., 1430).

14.5.3.6. Operator's Signature. The individual completing the “reported to maintenance” part signs in this space. As a rule, this is the individual discovering and entering the discrepancy; however, 10 ABW/LGTM or 10 ABW/LGTO personnel may do this when the “report to maintenance” is delayed for any reason.

14.5.3.7. Maintenance Control Report. Customer service, the CVM, or a designated representative (i.e., a workcenter or shift supervisor, or mobile maintenance personnel) makes entries in this part.

D. R. DILLINGER
Chief, Logistics Division

Attachment 1

UNIT COMMANDER CHECKLIST

- A1.1.** If the unit has vehicles assigned, has a vehicle control officer (VCO) been appointed? Is a memorandum of appointment on file?
- A1.2.** Has the VCO receipted to the Chief of Fleet Control (CFC) for unit vehicles?
- A1.3.** Is the VCO familiar with AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, and is a copy on hand for assigned vehicle operators?
- A1.4.** Is prompt action taken on your VCO's findings and recommendations?
- A1.5.** Does the VCO ensure that operators inspect and perform necessary servicing and lubrication each day and that inspection forms are available?
- A1.6.** Does the VCO control all AF Forms 1252 and (Wright Express) US Government Fleet Service Card issued to the VCO by the CVO?
- A1.7.** Has an adequate training program for special purpose vehicle operators been established?
- A1.8.** Have special purpose vehicle trainers who are qualified to perform the job been assigned? Does your CVO have their names?
- A1.9.** Does the VCO investigate cause and determine liability in vehicle damage cases not involving reports of survey and recommend corrective action?
- A1.10.** Does the VCO investigate vehicle misuse incidents and recommend corrective action?
- A1.11.** Does the VCO make sure that your unit delivers vehicles scheduled for inspection and lubrication to the vehicle maintenance shop or make arrangements to reschedule any vehicle your unit cannot release?
- A1.12.** Has the VCO established procedures to ensure prompt reporting of vehicle malfunctions to 10 ABW/LGTM?
- A1.13.** Has the VCO established procedures to ensure only qualified and properly licensed operators operate unit vehicles?
- A1.14.** Do vehicle operators perform daily and weekly inspections before, during, and after operations using the Air Force inspection guide that applies?
- A1.15.** Do vehicle operators perform operator maintenance, including checking and filling oil, coolant, and battery water levels?

A1.16. Do vehicle operators report mechanical discrepancies promptly to 10 ABW/LGTM to permit timely scheduling of repairs?

A1.17. Are vehicle operators delivering vehicles to 10 ABW/LGTM as directed by VCO for scheduled maintenance?

A1.18. Do assigned vehicles present a clean appearance inside and out?

A1.19. Are training outlines for special purpose and material handling equipment on file?

A1.20. Are the directives listed in paragraph 1.4 available, and are they current?

A1.21. Are vehicles controlled and secured during periods of nonuse and safeguarded from pilferage?

A1.22. Does the VCO frequently emphasize energy conservation and trip planning?

A1.23. Have your personnel accomplished operator safety briefings?

A1.24. Does the organization have a need to routinely operate on the flightline?

Attachment 2

AUTHORIZATION ANALYSIS CHECKLIST

A2.1. Introduction . In order to process AF Forms 601, you must answer the following questions. Attach your answers to your AF Forms 601 before submitting them to 10 ABW/LGTF:

A2.1.1. Is the type vehicle requested the most suitable to perform the task or can a smaller, more fuel-efficient vehicle do the same job?

A2.1.2. Can the requestor's need be met with another source of transportation without using an additional authorization?

A2.1.3. Is there a lower-priority vehicle available to fill the requested authorization?

A2.1.4. How has this requirement in the past been supported? Why can't the present support continue?

A2.1.5. How are presently assigned vehicles being used?

A2.1.6. Can this requirement be satisfied by "co-utilization" within the organization or with another organization?

A2.1.7. Is the requirement seasonal or sporadic? Can it be satisfied with a short-term lease or rental to prevent investing in a new vehicle?